

NJ DEPARTMENT OF EDUCATION
STATEMENT OF ASSURANCE FOR SCHOOL DISTRICTS
FOR COMPLIANCE WITH STATE AND FEDERAL
REQUIREMENTS

SCHOOL YEAR: _____

The _____ School District verifies that the following plans and actions are in compliance. This Statement of Assurance has been presented to and accepted by the Board of Education at a public meeting prior to October 31, _____ and submitted to the County Superintendent by August 15, _____.

In the blank space before each item verify compliance with a “C” or non-compliance with an “N”. Narrative descriptive material and/or a corrective action plan must be submitted to the County Superintendent for any item(s) indicated as non-compliant.

INSTRUCTION AND PROGRAM

- ___1 In analyzing student performance for each grade assessed by the State for the total population, each school met the State standard for each content area (*NJAC 6A:8-4.4*).
- ___2 School report card reviewed with Board and distributed to community (*NJSA 18a:7E-1 ET SEQ. & NJAC 6:8-2.2(a)1 and NCLB Act of 2001*).
- ___3 Each school has an average daily attendance rate of 90% or higher (*NCLB Act of 2001*).
- ___4 The dropout rate for pupils in grades 7 through 12 does not exceed 10% (*NJAC 6:8-3.2 (a)*). (The school district is in compliance with the graduation rate when established).
- ___5 Schools have reduced their drop-out rate by .5% per year until they reach the prior years' statewide drop-out rate percentage (*NCLB Act of 2001*).
- ___6 The district has adopted a 5 year curriculum evaluation schedule, which covers all content areas at all grade levels and provides that at least one content area will be evaluated each year (*NJAC 6A:8-30*).
- ___7 The district has board-approved written curricula, aligned with the state's CCCS and preschool Teaching and Learning Program expectations for all content areas and grades inclusive of preschool. (*NJAC 6A:8-3.1*).
- ___8 The district has a 95 percent minimum participation for each state assessment. (*NCLB Act of 2001*).
- ___9 The comprehensive equity plan has been approved and implemented (*NJAC 6A:7-1.4*).
- ___10 A bilingual, ESL and/or English Language Services plan has been developed and approved by the DOE, and implemented (*NJAC 6A:15*).
- ___11 If applicable, the (Early Childhood Program Aid) ECPA plan has been approved and implemented (*NJAC 6A:23-5.4*).

- ___12 If applicable, (Demonstrably Effective Program Aid) DEPA plan has been approved and implemented (*NJAC 6A:23-5.5*).
- ___13 The Special Education review has been completed and approved by the County Child Study Supervisor (*NJAC 6A:14*).
- ___14 The District Technology Plan, approved by the County and the local BOE, has been implemented as stated in the plan (*NJAC 6A:32-14.1*) (*P.L. 107-110*).
- ___15 A Gifted and Talented identification process and program have been implemented (*NJAC 6A:8-3.1(a)*).
- ___16 A guidance and counseling program has been approved and implemented to meet the unique needs of the school (*NJAC 6:8-3.3*).
- ___17 A Substance Abuse Program is in place and active (*NJAC 6A:16-3*).
- ___18 The Violence and Vandalism report has been completed, reported out to the public for discussion, and sent to the DOE (*NJSA 18A:17-46*).
- ___19 School Report Card is reviewed with the Board of Education and distributed to the community annually (*NJSA 18A:7E-2*).

PERSONNEL

- ___20 The district has developed and implemented a professional development plan, approved by the county professional development board and the district board of education, and is linked to student performance, teaching staff needs, curriculum integration and the CCCS, and provides follow-up evaluation (*NJAC 6A:9-15 and 16*).
- ___21 All staff is evaluated annually: a minimum of three evaluations of non-tenured staff, and one evaluation of tenured staff as well as a Professional Improvement Plan (*NJAC 6:3-2.2, 4.1, 4.3*).
- ___22 All appointment recommendations are made by the Chief School Administrator, and final appointments are reflected in the Board minutes (*NJSA 18A:27-4.1*).
- ___23 All staff is appropriately certified and credentialed in the State of New Jersey (*NJSA 18A:26-2*) and meets the federal criteria as highly qualified teacher and paraprofessional (*NCLB Act of 2001*).

OPERATIONS MANAGEMENT

- ___24 The district has developed and implemented a long-range facilities plan, which includes a plan for upgrading or eliminating all substandard classrooms pursuant to Code (*NJAC 6A:26-2.1*) (*NJAC 6A:26-8.1(b)*).
- ___25 An annual health and safety review has been conducted in each building and the facility checklists are enclosed (*NJAC 6A:26-6.1, 6.2 and 12; 6A:19-10*).
- ___26 The district has developed and implemented a comprehensive maintenance plan with corrective and preventive measures for the interior and exterior of each building and the major systems of HVAC, mechanical, plumbing, electrical, structural and grounds. (*NJAC 26:12.1*).
- ___27 Documentation that fire drills were held is maintained for each school in the district (*NJSA 18A:41-1*).
- ___28 The district provides safe and appropriate transportation for students (*NJAC 6A:27-13.3*).

- ___29 A school nursing plan has been developed and implemented in order to properly assign school nurses in the district *(NJAC 6A:16-2.1 (f))*.
- ___30 Completion of Annual Application for School State Aid (ASSA) and Fall Report.

FISCAL MANAGEMENT

- ___31 The district has implemented a uniform system of double entry bookkeeping and GAAP accounting *(NJAC 6A:23-2.1 and 2.2)*.
- ___32 The district has implemented adequate controls to prevent the over expenditure of any funds or yearly deficit in major accounts as reflected in the annual audit *(NJAC 6A:23-2.11)*.
- ___33 The district filed an annual audit of accounts and financial transactions with the Division of Finance by November 5. Corrective action plans were developed for any audit recommendations repeated in a second year *(NJSA 18A:23-1 and NJSA 18A: 23-3)*. The District has presented the annual audit to the public at a regularly scheduled Board of Education meeting within 30 days of receipt of audit *(NJSA 18A:23-5)*.
- ___34 Annual maintenance reserve deposit worksheets have been submitted *(NJAC 6:24-5.1)*.
- ___35 A statement certifying the district's maximum capital reserve amount has been submitted *(NJAC 6A:26-9.1 and 6:8-2.1 (2))*.

GOVERNANCE

- ___36 Each school board member has received and reviewed the Code of Ethics, and satisfied all requirements, as well as met all applicable eligibility requirements for Board membership *(NJSA 18A:12-21)*.
- ___37 The Board has a Personnel Policy (along with Procedures) in place which outlines the interview and hiring process that ensures employment of "Highly Qualified Educators", and minimizes the incidence of nepotism *(NJSA 18A: 12-24.1(h) and 18A:12-24.1(f))*.
- ___38 All community support requirements have been implemented: 7 year demographic study, community survey, resources and links to social service agencies; annual review of community environmental conditions *(NJAC 6:8-2.1)*.

Your signature indicates that you are attesting to the accuracy in reporting and meeting the federal and state requirements indicated. Any items falsely reported as compliant will result in sanctions and/or penalties to the school district and/or the chief school administrator.

Chief School Administrator

PRINT NAME

Date